

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: File Clerk
PROGRAM: Payroll
DEPARTMENT: Treasury
STATUS: Part-Time, Permanent
LOCATION: Concho, OK
ISSUE DATE: September 19, 2025

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

This position is part-time (29 hours or less a week) under the direct supervision of the Payroll Accountant and any incumbent assigned by the Treasurer.

- File Office records
- Add new material to file records
- Create new records as necessary
- Maintain and update filing, inventory, mailing, and database system
- Find and retrieve information from files in response to requests from authorized users
- Any other duties as requested

Knowledge and Skills:

Experience in keyboards; familiar with spread sheet and word processing programs; familiar with basic filing techniques.

Education and Experience:

- One (1) year minimum experience in general office procedures. High School Diploma or GED required.
- Work experience must include experience with computers and office equipment.
- Must possess a valid Oklahoma Driver's License.
- Cheyenne and Arapaho Preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov